



KING COUNTY
FISCAL SPECIALIST III
DEPARTMENT OF TRANSPORTATION
ROAD SERVICES DIVISION/FINANCE SECTION/ACCOUNTS PAYABLE
Hourly Rate Range \$16.94 - \$21.47
Job Announcement No.: 03MD3465
OPEN: 7/9/03 CLOSE: 7/18/03

WHO MAY APPLY: This position is open to King County career service employees, King County regular exempt employees, and King County probationary employees who have achieved career service status in a previous position, and the general public. Consideration will be given in the order listed above.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Road Services Division, ATTN: SB, 201 S. Jackson St., MS KSC-TR-0313, Seattle, WA 98104.** Application materials must be received by 4:00 p.m. on the closing date. Questions regarding this position should contact 296-8768. **PLEASE NOTE:** Applications and incomplete applications not received at the location specified above will not be processed. Facsimile and email materials will not be accepted. (Postmarks are NOT ACCEPTED)

FORMS AND MATERIALS REQUIRED: (a) [A King County application form](#), (b) resume, (c) letter of interest detailing your background and describing how you meet or exceed the requirements are required, and (d) three (3) references of current or former supervisors.

NOTE: Those candidates selected for an interview will be tested in the areas of accounts payable and software application use.

WORK LOCATION: 201 S. Jackson St., Seattle, Washington

WORK SCHEDULE: This position is a nonexempt position under the Fair Labor Standards Act, and is overtime eligible. The workweek normally is Monday through Friday/ 8 hr day, 40 hr wk

PRIMARY JOB FUNCTIONS: This position independently performs complex accounting support services, cost data tracking, and cash management functions for the Road Services Division including the coordination, audit, evaluation, and processing of financial control documents for purchasing, inventory, vendor payments, cash deposits, and cashier operations in compliance with federal, state, and county regulation and policies governing public procurement and expenditures, and acts as a primary resource for questions, problem resolution and staff training. Duties and responsibilities include:

1. Evaluate, make corrections, and process purchase requests for supplies, equipment, and services.
2. Prepare and process vouchers and records of contract.
3. Process, reconcile, and balance Field Orders and the Field Order system to ARMS.
4. Track, evaluate, and report on assigned expenditures.
5. Identify, analyze, and resolve accounting, purchasing, and vendor problems.
6. Maintain and monitor Division check and purchase order logs.
7. Maintain personal property inventory for purchases, disposals, and lost or stolen items.
8. Serve as Senior Cashier for four field cashier operations.
9. Control and disburse cash for the administrative petty cash fund.
10. Receive, verify, reconcile, deposit, and maintain revenue files for audit review for all cash and checks received.
11. Identify and prepare corrections for A/P edit.
12. Analyze data and prepare inter-fund transfers, journal entries, and budget revisions.
13. Generate summary reports using Roads database.
14. Provide training to Division staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of accounts payable to include a minimum of two (2) years of responsible, independent financial/ cost accounting support work experience
- Knowledge of procedures, policies, rules and practices affecting the development, maintenance and control of budgeting and accounting system
- Knowledge of the practices of financial and statistical record keeping, including computerized accounting and bookkeeping systems
- Knowledge of rules, regulations, codes, laws, policies, procedures and ordinances as applied to cash receipts and disbursements
- Knowledge of general office principles and practices
- Knowledge of software applications to include Microsoft Word and Excel
- Knowledge of accounting procedures and mathematics
- Knowledge of conflict resolution techniques
- Knowledge of proper English grammar, usage and spelling
- Skill in research, analysis and independent thinking
- Oral and written communication skills
- Organizational skills
- Problem-solving skills
- Customer service skills – in person and via telephone (discretion, patience, etiquette, professionalism)
- Skill in the operation of standard office equipment that may include typewriter, personal computer, photocopier, fax machines, calculator, and multi-line telephone
- Skill in following oral and written instructions
- Skill in numerical analysis
- Skill in following through on assignments as directed
- Skill in maintaining confidentiality of sensitive matters
- Skill in taking initiative
- Ability to develop and effectively communicate ideas and recommendations
- Ability to maintain a courteous attitude toward the public and fellow employees even when under stressful and unpleasant situations
- Ability to work independently and in a team environment
- Ability to establish and maintain effective working relationships
- Ability to prioritize work load and adapt to changes in work load demand
- Ability to effectively manage time, coordinate multiple tasks, meet deadlines
- Ability to travel throughout downtown Seattle transporting documents up to 25 lbs.

HIGHLY DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficient in Microsoft Access

UNION MEMBERSHIP: Positions in this classification are represented by Teamsters, Local 117, Administrative Support Unit.

CLASS CODE: 0381 SEQUENCE NUMBER: 0847/2032